

ASEA In Action

Fairbanks North Star Borough Supervisors Chapter



Notice Of Open Position: Receptionist/Mail Clerk Anchorage HQ

ASEA's receptionist/mail clerk is responsible for: (1) receiving and directing all incoming telephone calls and greeting the public and Union Members with a professional courteous demeanor, putting them at ease and asking pertinent questions; (2) disseminating information and directions in a clear and concise manner; (3) receiving, distributing and maintaining records of all incoming and outgoing mail.

Punctuality for this position is a **must** and work experience should reflect a clear speaking voice, tact, courtesy, and the demonstration of (Word, Excel and Outlook) required.

ASEA is an Equal Opportunity Employer. Please access our website at http://afscmelocal52.org/asea-files/vacancy_recept_22sep14.pdf to get more information about this position.

Interested applicants mail or fax resume to :

Jim Duncan, Executive Director

ASEA/AFSCME Local 52

2601 Denali St. Anch., AK 99503

Fax: (907) 277-5206

DEADLINE FOR APPLICATION
SEPTEMBER 22, 2014, 5:00 p.m.

Important Dates

Sept. 1- Labor Day Parade & Picnic – join the State Executive Board and Midnight Sun Chapter - Fairbanks

Sept. 2 & 3 - State Executive Board Meeting - Fairbanks

Tuesday, November 4 - GENERAL ELECTION

Fairbanks Labor Day Parade & Picnic

Join the ASEA State Executive Board and Midnight Sun Chapter as they walk in the 30th Annual Labor Day Parade.

Meet us at 11:30 a.m. at the Noel Wien Library to line up for the parade.

The parade starts at noon followed by the Picnic at Pioneer Park from 1 p.m. - 4 p.m.

Local Chapter Officer Training

ASEA Chapter Officers are members who have stepped up to leadership roles in your local community and have been elected to work with chapter members in meeting individual, personal and chapter goals and interests.

Their main objectives are to:

- ♦ **Connect** with chapter members to share ideas and perspectives;
- ♦ Promote **Solidarity** through member actions and community events; and,
- ♦ **Together** achieve ASEA's Strategic Goals.



To reach these objectives, ASEA Internal Organizers have developed Chapter Officer Training protocols designed to give officers the knowledge and tools they need to build a strong, active and effective chapter. Chapter officers will receive training on their roles and responsibilities, chapter bylaws, ASEA governing documents, chapter finances, parliamentary procedures, community outreach and involvement, goal setting, chapter committees, solidarity events and Volunteer Member Organizer (VMO) preparation. It is ASEA/AFSCME Local 52's goal to train all ASEA chapters and to ensure that every chapter is aligned with ASEA's Strategic Goals and Action Plan.

Your local chapter officers need you, your input and your vision to help build and maintain a successful chapter. Attend your local union meetings and participate in discussions about your community, your job and your future as an ASEA member. Watch for your next chapter BREAKTIME READING email and become part of a **BOLD, BRAVE** and **DETERMINED** Chapter.



Cotton Candy
Snow Cones
Door Prizes
&
Games

Free food for those who walk in the parade! (Non-Walkers \$5 /\$10 for family)

Transportation back to your car will be provided!

COME CELEBRATE LABOR DAY!